

**To:** Rees, Sarah[rees.sarah@epa.gov]  
**From:** Kenny, Shannon  
**Sent:** Tue 3/7/2017 5:12:53 PM  
**Subject:** Fwd: List of Requested Briefings  
[Priority Briefings.docx](#)  
[ATT00001.htm](#)

Sent from my iPad

Begin forwarded message:

**From:** "Flynn, Mike" <[Flynn.Mike@epa.gov](mailto:Flynn.Mike@epa.gov)>  
**Date:** March 7, 2017 at 12:11:26 PM EST  
**To:** "Dravis, Samantha" <[dravis.samantha@epa.gov](mailto:dravis.samantha@epa.gov)>, "Kenny, Shannon" <[Kenny.Shannon@epa.gov](mailto:Kenny.Shannon@epa.gov)>  
**Cc:** "Reeder, John" <[Reeder.John@epa.gov](mailto:Reeder.John@epa.gov)>, "Schnare, David" <[schnare.david@epa.gov](mailto:schnare.david@epa.gov)>, "Hale, Michelle" <[hale.michelle@epa.gov](mailto:hale.michelle@epa.gov)>, "Anderson, Denise" <[anderson.denise@epa.gov](mailto:anderson.denise@epa.gov)>, "Dickerson, Aaron" <[dickerson.aaron@epa.gov](mailto:dickerson.aaron@epa.gov)>, "Connors, Sandra" <[Connors.Sandra@epa.gov](mailto:Connors.Sandra@epa.gov)>  
**Subject:** List of Requested Briefings

Hi Samantha,

As you know, there are numerous briefings for the Administrator that have been requested by the program offices, that Ryan has asked to set up, or may have been mentioned in the program office briefings for the Administrator (a couple of which you attended). To help Ryan and the scheduling team, I had folks put together a list of the requested briefings (attached). The first group are the ones that seem to be the most urgent. We've gone over this with Michelle and wanted to get your and your team's input before sharing with Ryan. I'd like to share with Ryan later today so he can confirm which meetings he would like to be scheduled with the Administrator in the short term.

This is just to jump start getting key meetings on the calendar for the Administrator. I realize more discussions with Ryan will be needed going forward to make sure we have a smooth process with everyone involved who needs to be.

Thanks for your help.

Mike

*Mike Flynn*

*Acting Deputy Administrator*

*U.S. Environmental Protection Agency*

*202-564-4711*